



*city of*  
**Ankeny**

*bringing it all together*

# Employee Handbook

*September 15, 2025*

Human Resources

## Welcome Letter

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Dear Employees:

The most important resource to the City of Ankeny is its employees!

The city has prepared this handbook to help you understand the city's policies and procedures. It also explains some of the benefits that you receive as an employee. For a more detailed explanation please refer to our various benefits handbooks that will be made available to you.

From time to time the city will make changes in the policies and procedures set forth in this handbook. We reserve the right to do this. Please read this manual carefully. Should you have any questions concerning this handbook, please direct them to your immediate supervisor or Human Resources.



A handwritten signature in blue ink that reads "Mike Schrock".

Mike Schrock  
Interim City Manager

## Mission & Vision Statements

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### **Mission Statement**

The mission of the City of Ankeny is to provide customer-focused, high-quality services and sound fiscal management. By advocating for and engaging our community, we enhance quality of life and protect the community's interests.

### **Vision Statement**

Ankeny is a multi-generational hometown with an independent community spirit. Residents enjoy a safe community, an active lifestyle, thriving businesses and easy connectivity to the region.

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# Introduction

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## **1.1 Purpose**

The contents of this employee handbook are presented as a matter of information only. It is not a contract, express or implied. While the City of Ankeny believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The City reserves the right to delete from, add to and/or revise the employee handbook at any time without notice to the employee. Although the hope that your employment relationship with us will be long term, your employment is at will, meaning either you or the City of Ankeny may terminate this relationship at any time, for any reason, with or without notice, subject to the provisions of the Iowa Code, Chapter 400.

## **1.2 Who is covered by this handbook?**

This employee handbook applies to all regular full-time and part-time employees as well as seasonal/temporary employees who work for the City of Ankeny. The City of Ankeny will mention from time to time, when a policy or practice may be the same or slightly different for employees who are working under contract terms, or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of the handbook.

## **1.3 Civil Service**

The Iowa Code identifies certain positions as civil service positions and the provisions of section 400.6 govern these positions. All full-time police officers, fire fighters, and appointive full-time employees are covered under Chapter 400 Civil Service. By definition of the section 400.6 of the Iowa Code, the following are not civil service positions in the City of Ankeny:

- The Mayor, City Council, persons appointed to fill vacancies, elective offices, members of Boards and Commissions, and clerk to the Civil Service Commission.
- The City Clerk, Deputy City Clerk, City Attorney, City Treasurer, City Engineer, and other professional city engineers licensed in this state.
- The City Manager and Assistant City Managers.
- The Chief of Police and the Fire Chief.
- The head and principal assistant of each department and the head of each division.
- The principal secretary to the City Manager and the principal secretary to each of the department heads.
- Employees of boards of trustees or commissions established pursuant to state law or city ordinances.
- Employees whose positions are funded by state or federal grants or other temporary revenues.
- All part-time or temporary/seasonal employees.

Seniority rights of employees shall be those set out in Chapter 400.12 of the Iowa Code.

## Definitions

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Listed below are the definitions of some common terms found in this handbook:

**Appeal** — An application for review of an alleged grievance submitted or instituted by employees to a higher authority.

**City** — The City of Ankeny

**City Employee** — A person who is employed by the city and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards, contractors, and employees of contractors.

**City Manager** — Is the chief administrative officer of the City of Ankeny, appointed by the Mayor and City Council, who is responsible for the day to day operations of the city. The City Manager ensures that city policies are properly administered, and is the appointing authority for the city.

**Civil Service Commission** — A three-member commission, appointed by the Mayor and approved by the City Council, to oversee that the provisions of the Code of Iowa, Chapter 400 are followed.

**Compensation** — The salary, wage, allowances and other forms of similar consideration earned by or paid to you for working in a position.

**Compensatory Time Off** — Time off from work instead of monetary pay for overtime worked.

**Demotions** — The movement of an employee to a job class having a lower maximum pay grade. A reclassification is not considered a demotion.

**Discharge** — The separation of an employee from city employment for cause.

**Discrimination** — A showing of bias or favoritism in treatment because of race, sex, age, color, ancestry, sexual orientation, , national origin, religion, physical handicap, etc.

**Eligibility List** — A list containing the names of individuals qualified for appointment to civil service positions.

**Exempt Classification** — A job not subject to the provisions of the Fair Labor Standards Act with respect to minimum wages and overtime. Management and professional classifications are considered exempt.

**Grievance** — A formal written complaint by a city employee through proper administrative channels alleging that their employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, inaccurate application of Ankeny's policies or procedures, or unlawful discrimination.

**Harassment** - Verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, sex, sexual orientation, genetic information, national origin, citizenship, age, disability, marital status, status as a covered veteran, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

**Human Resources Director** — The individual designated to establish and administer on a daily basis the

city's personnel management procedures in accordance with policies established by the City Manager, Mayor, and Council.

**Leave** — An approved absence from work as provided for by personnel policies and the employee handbook.

**Outside Employment** — Employment of any kind engaged in by a city employee for which compensation is received from a source other than the City of Ankeny.

**Overtime** — Authorized time worked by an employee in excess of forty (40) hours per week as provided for in the Fair Labor Standards Act.

**Part-Time Employee** — An employee who is regularly scheduled to work year-round, but less than 20 hours worked per week. This group of employees is not eligible for any benefits.

**Pay Plan** — The official pay schedule approved by the City Council. The plan assigns a rate of pay to each class, such as a pay range.

**Promotion** — Any movement of an employee from a position in one class to a position in another class having a higher pay grade. Reclassifications are not considered a promotion.

**Regular Full-Time Employee** — An employee who normally works a minimum of 40 hours per week. Anyone who is considered regular full-time is eligible to enroll and participate in the city's benefit programs.

**Regular Part-Time Employee** — An employee who is regularly scheduled to work year-round, with a minimum of 20 hours but less than 40 hours worked per week. Eligible for paid leave benefits on a prorated basis. May qualify for health insurance under the Affordable Care Act. This excludes temporary/seasonal employees. (Revised 1-1-98)

**Retirement** — The separation of an employee from the service of the city who is eligible for and receives benefits from a recognized retirement system.

**Seasonal/Temporary Employee** — An employee who may work full- or part-time during one or more seasons. May qualify for health insurance under the Affordable Care Act. This group of employees is not eligible for any other benefits.

**Sexual Harassment** — Unwelcome sexual advances, requests for sexual favors, and/or all other verbal or physical conduct of a sexual or otherwise offensive nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual, and/or (3) such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

**Termination** — The separation of an employee from the service of the city; including death, rejection, discharge, layoff, resignation or retirement. The termination date will be the last working day of the employee, unless otherwise determined by the City Manager.

**Transfer** — The movement of an employee from one position to another. This could be within the same job classification or in a different classification.

**Vacancy** — A position duly created and not abolished which is not currently occupied by an employee.



## Equal Employment Opportunity (EEO) and Affirmative Action

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The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation.

The City is committed to administer all personnel actions in compliance with federal and state regulations. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment of any kind. If any employee feels discriminated against or harassed, they should direct their problem either to their immediate supervisor or to human resources. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

The City will comply with all federal and state regulations regarding affirmative action.

## Compensation

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### 4.1 Pay Plan

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The city competes for a talented dedicated workforce in the same labor market as private sector employers. Accordingly, the City frequently assesses the labor market in order to determine the competitiveness of your pay plan. Most likely the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Each job classification shall be assigned to the appropriate salary range. Newly appointed employees will normally start at the minimum rate of pay in the range. Generally, step increases in pay will occur at the beginning of each fiscal year.

### 4.2 Job Classification

The job classification plan shall consist of the various classification titles as approved by the City Council. The plan shall be administered by the City Manager to ensure that the job class specifications are accurate and current.

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and the employee's employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the City of Ankeny.

Non-exempt employees – are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt for the law's requirements concerning minimum wage and overtime.

Exempt employees – are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the US Department of Labor.

### 4.3 Pay Periods

Payday is every other Friday (bi-weekly). If payday falls on a holiday, you will be paid prior to the holiday. Your pay period will begin on Monday and end on the Sunday prior to the Friday pay date.

The city provides a variety of benefits to regular full-time employees. The city provides certain paid leave benefits on a prorated basis to regular part-time employees. These benefits are part of the total city compensation package. Brochures concerning benefits are available from the Human Resources Department.

#### **4.4 Payroll Deductions/Direct Deposit**

The City of Ankeny offers a wide variety of payroll deduction options to include:

- Deferred Compensation (457 Plan)
- Group Medical, Dental, Life and Long-term Disability Insurance
- Medical and Dependent Care Flexible Spending Accounts (125 Plan)
- Voluntary Life Insurance and other employer sponsored voluntary benefits
- Charitable Organizations (United Way, Iowa Shares)

The direct deposit of payroll checks is also provided and encouraged. All new employees are required to sign up for direct deposit. An employee may divide their check among three depositories and/or accounts for same day ACH deposit. Contact the Human Resources Department for additional information on direct deposit.

If, for some reason, an overpayment of wages occurs, employees will be given the option of paying back the amount overpaid in a lump sum, or they may elect to pay the overpayment back over a series of payrolls mutually agreed upon.

#### **4.5 Longevity Pay**

The city will contribute the following amounts to your salary for full-time employees depending on your years of service.

<b>Longevity Schedule (Continuous Service)</b>	<b>Additional Per Year Amount</b>	<b>Total Yearly Amount</b>
after 5 years	\$500	\$500
after 10 years	\$500	\$1,000
after 15 years	\$500	\$1,500
after 20 years	\$500	\$2,000
after 25 years	\$500	\$2,500

#### **4.6 Hours of Work**

All employees shall be scheduled to work on a regular work schedule and shall have a regular starting and quitting time. All full-time employees shall work a forty (40) hour workweek but schedules may be flexible or vary depending on the position. For some personnel a workweek may consist of a variety of work schedules such as 24 hour shifts in the fire department and 9 hour shifts in the police department. The workweek covers seven consecutive days beginning on Monday and ending on Sunday. The workday is

defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. Employees whose shift starts one day and ends the next will have the hours counted on the day the shift began.

You are expected to be at your work place in accordance with approved hours of work, holidays and leaves. All non-exempt employees must record their working time and nonworking time in the appropriate time keeping system. Employees may not punch other employees in/out without prior approval from a supervisor. The time keeping system rounds punches to the nearest quarter hour, therefore you should not punch in more than seven (7) minutes prior to your scheduled start time to prevent unauthorized overtime. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

**Lunch Hours:** Your supervisor will advise you of your assigned time as the city must maintain adequate work coverage. Each employee shall be allowed an unpaid lunch period when working eight (8) hours or more per day, which shall generally be scheduled in the middle of the work shift. Lunch periods shall be scheduled by the department supervisor, who will consider department needs and regulations. Such periods will not be more than one (1) hour nor less than thirty (30) minutes.

**Work Breaks:** Each employee may take a 15-minute rest break for every four hours worked. The direct supervisor is responsible for determining when and where employees take rest breaks.

Rest break time does not accrue; if unused it is lost. You may not save your break times to extend a lunch period or leave work early.

#### **4.7 Overtime & Compensatory Time**

All employees are expected to work overtime when necessary. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Employees engaged in fire protection or law enforcement may have different work periods and their overtime shall be compensated in accordance with Section 7(k) of the Fair Labor Standards Act.

Full-time employees who are required to work on a Sunday that is outside of the regular Monday-Friday work schedule, will be paid either cash or compensatory time at the rate of double-time.

Full-time employees who are scheduled or called to work outside their regularly scheduled shift, will be paid a minimum of two (2) hours cash or compensatory time at the rate of time and one-half, regardless of the amount of time actually required to perform the task(s) assigned.

Full-time employees who are scheduled or called to work outside but contiguous to their regularly scheduled shift, will be paid for the actual hours worked in cash or compensatory time at the rate of time and one-half for those hours that exceed the regular shift.

For purposes of computing overtime hours, all hours for which the employee actually works, as well as all approved paid leave, including sick leave, shall be considered as hours worked.

Fire fighters and police officers covered under the collective bargaining agreements are excluded from earning compensatory time.

If you elect compensatory time, you will be allowed to be compensated with comp time up to a maximum of eighty (80) hours per fiscal year. All accumulated compensatory time not taken by the end of the fiscal year will be paid. Compensatory time may be used in increments of one-quarter hour and will be

scheduled mutually by the Employer and the Employee.

If you are a non-exempt employee and get promoted to an exempt position, your accrued compensatory time will be paid out at your current rate of pay prior to the promotion.

Exempt employees are eligible to receive administrative time for excess hours worked. The intent of administrative time is not to provide hour for hour time off, but rather to allow management the flexibility to recognize employees who work extra time to provide services.

#### **4.8 Standby Pay**

Standby pay only applies to eligible employees working in the Municipal Utilities department. An employee designated to be in standby status is responsible for keeping the Employer aware of their whereabouts and shall be accessible by telephone. The Employer may establish reasonable reporting time and procedures for implementation of this section. An employee in standby status shall receive \$10 per day for each day on standby.

## **Leave Benefits: with and without pay**

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### **5.1 Paid Holidays**

The following days shall be recognized and observed by regular full-time and regular part-time employees as paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- One additional day either before or after Christmas Day (see below)
- Christmas Day

Employees shall be eligible for holiday pay provided they work the last scheduled working day before and the next scheduled working day following the holiday, or provided they are on approved leave (either paid or unpaid) for those same days. In approving leave around a holiday, directors/division heads must ensure adequate personnel are on-duty to conduct departmental business.

If the holiday falls on a Saturday, the Friday before the holiday will be observed, and if the holiday falls on a Sunday, the Monday after the holiday will be observed. When Christmas falls on Tuesday, Wednesday, Friday, or Saturday, in addition to the legal holiday observance, the preceding workday shall also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday observance, the following workday shall also be observed as a holiday.

Non-exempt employees who are required to work on any of the holidays listed above, shall be paid double

time for all hours worked on the holiday, or compensatory time off at the rate of two (2) hours for each hour worked, in addition to the regular holiday pay.

If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

Fire department personnel working 24-hour shifts will not receive paid holidays, but will be expected to work all official holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If an Employee's regular work schedule includes a holiday, they shall be paid time and one-half (1 ½) for each hour worked on the holiday. If an Employee volunteers or is required to work a holiday that is not a part of their regular work shift, they shall receive double time (2) in lieu of time and one-half (1 ½). The holiday work rate of pay shall start at the beginning of the shift on the day of the actual holiday and continue for 24 hours until the end of the shift on the next day. The one additional day at Christmas will be designated as Christmas Eve Day. The actual calendar day the holiday falls will be the recognized day to receive the premium pay. This also applies to part-time paid on call firefighters who work on a holiday.

## **5.2 Paid Vacation Leave**

All regular full-time employees are granted vacation based on the following schedule\*:

<b>Length of Continuous Service</b>	<b>Accrual</b>
0-4 years	80 hours per year
5-9 years	120 hours per year
10-14 years	160 hours per year
15-24 years	200 hours per year
25+ years	240 hours per year

\* Vacation schedules for employees covered by union contracts are found therein.

Vacation time is earned and available for use on the first day of employment.

Regular part-time employees are granted vacation that is prorated on the basis of their regularly scheduled hours within the two-week (80 hours) pay period. For example, a part-time employee that is regularly scheduled to work 40 hours within the two-week pay period would receive 50% of the leave benefit provided to a comparable full-time employee; 60 hours 75%, 64 hours 80% and so on. (Approved July 1, 2001)

Fire department personnel working a 24-hour shift will accrue vacation at the rate of 1.4 times the hours accrued for personnel working an 8-hour shift. Police department personnel working a 9-hour shift will accrue vacation at the rate of 45 hours per week instead of 40 hours per week. You will not accrue additional vacation until you have completed twelve (12) consecutive calendar months of service.

Your immediate supervisor needs to approve all vacation leaves in advance. All employees should take a minimum of one week of their accumulated vacation as a full week. All remaining accumulated vacation may be used in one (1) hour increments, unless prior approval is granted for a smaller amount.

If one of the paid holidays occurs during your vacation, the holiday will not be counted as part of your vacation time.

An Employee will automatically carry-over any remaining vacation up to the annual accrual as long as the balance does not exceed two times the annual accrual. For example, if you earn 80 hours of vacation and don't use it, you may carry-over the 80 hours and earn your new 80 hours for a balance of two times your annual accrual. The city does not make cash payments in lieu of not taking a paid vacation, unless you are under a specific contract or agreement that would allow this. One exception to this rule is that if you have declared a bona fide retirement date, after your last annual vacation accrual you may choose a one-time cash payout of your accrued vacation leave prior to your retirement date.

An Employee, who is laid off, discharged, resigns, or separates from the service of the Employer or dies, shall be compensated in cash for unused vacation they have earned at the time of such layoff, discharge, resignation, separation or death provided they have successfully completed their probationary period and have given a minimum of two weeks written notice.

An employee who has completed at least 20 years of service with the City of Ankeny or who is taking a bona fide retirement from IPERS or MFPSI shall be compensated for their unused vacation balance by placing this payout amount into a Retirement Health Savings Plan (RHS Plan) to be used for post-retiree health care expenses and/or premiums.

Accrued vacation time may not be used to satisfy the two week minimum termination notice requirement, unless waived under special circumstances by the City Manager. All unused vacation will be paid in lump sum on the employee's last paycheck. An employee's termination date will be their last working day.

Under certain circumstances, the City Manager may approve an exception to the above policy. The department director may request approval for the use of the employee's unused vacation to extend the termination date of the employee beyond their last working day so long as all of the following conditions are met:

- The extended period is for no more than two weeks
- While the employee is "on vacation" they may not accrue any additional vacation time by passing their anniversary date
- Extending the termination date does not cost an additional full month of insurance coverage to the City

### **5.3 Paid Personal Leave**

The city provides paid personal leave to regular full-time and regular part-time employees. Personal time is earned and available for use on the first day of employment.

Each year on July 1, each regular full-time employee shall receive 32 hours of personal leave. Eligible Employees hired between July 1 and October 1 shall receive 32 hours of personal leave. Eligible Employees hired after October 1 but prior to January 1 shall receive 24 hours of personal leave. Eligible Employees hired after January 1 but prior to April 1 shall receive 16 hours of personal leave. This personal leave must be used on or before June 30th of the following year. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two-week (80 hours) pay period. Certain groups of employees may receive a differing amount of personal leave based on a contract or agreement.

Fire department personnel working a 24-hour shift shall receive 96 hours of personal leave. Police department personnel working a 9-hour shift shall receive 36 hours of personal leave. Personal leave does

not accumulate from one year to the next.

Personal leave may be taken in one-hour increments, unless prior approval is granted.

Your immediate supervisor needs to approve personal leave requests.

Personal leave is not paid out at time of separation. You must use it prior to your last working day or you lose it.

#### **5.4 Paid Sick Leave**

As a regular full-time employee, you will accrue sick leave on the first pay period of each month at the rate of 8 hours per month after the first 30 days of employment. Total accumulation cannot exceed 1,600 hours. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two-week (80 hours) pay period. Fire department personnel who work a 24-hour shift will accrue sick leave at the rate of 1.4 times the hours accrued for personnel working an 8-hour shift.

Sick leave is to be used in cases of personal illness, pregnancy, childbirth, personal injury, or related medical conditions. Examinations and consultations with physicians and other health care providers, including the City of Ankeny's Employee Assistance Program may also qualify for sick leave usage. You may take sick leave in increments of 1/4 hour. You shall notify your immediate supervisor prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require a doctor's excuse if there is reason to believe an abuse of sick leave is occurring or if you are absent for more than three consecutive days. False or fraudulent use of sick leave shall be cause for disciplinary action and may result in dismissal. If you are sick on a holiday or while on scheduled vacation or personal time, that time will not be charged as sick leave used.

You can use up to 40 hours per calendar year to care for the health or medical needs of immediate family. Fire personnel working 24-hour shifts can use up to 72 hours per calendar year. In the event of a catastrophic illness or injury, where the immediate family member's life is at risk, an additional 80 hours of sick leave may be granted by the City Manager. For purposes of sick leave usage, immediate family is defined as spouse, child, step-child, parent or step-parent.

Regular full-time and part-time employees who have an illness or injury off the job may request a temporary modified work assignment. Please notify your supervisor and Human Resources to discuss if light-duty work is available. Temporary modified work is always dependent upon individual circumstances.

Upon an employee's separation of service in good standing, an employee who has completed at least 20 years of service with the City or who is taking a bona fide retirement from IPERS or MFPRSI shall be paid 25% of their sick leave balance, up to a maximum of 400 hours. This compensation shall be placed into a Retirement Health Savings Plan (RHS Plan) to be used for post-retiree health care expenses and/or premiums. There shall be no payout of any sick leave balance for employees who involuntarily terminate or resign in lieu of termination.

#### **5.5 Parental Leave Policy**

The City will provide up to four (4) calendar weeks of paid parental leave to full-time or benefit's-eligible regular part-time employees following the birth of an employee's child or the legal placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted child. Time away from work under the

paid parental leave program will run concurrently with all federal and state protected leave and accommodations including Family and Medical Leave (FMLA), as applicable.

Approved paid parental leave must be taken during the three (3) month period immediately following the birth or legal adoption of a child with the employee. Paid parental leave may not be used or extended beyond this time frame, nor are employees entitled to a payout of unused paid parental leave.

Employees must take paid parental leave in one continuous period of leave or intermittently with supervisor's approval and must use paid parental leave during the three (3) month time frame indicated above. Paid Parental Leave must be taken in one week increments and will be paid based on the employee's regular duty schedule at the straight-time hourly rate. For the purposes of this policy, a calendar week is defined as seven consecutive days beginning the first day of leave. [Parental Leave Policy](#)

## **5.6 Donated Leave Policy**

The City of Ankeny recognizes that an employee or immediate family member may suffer from a catastrophic illness or injury resulting in circumstances where the employee lacks sufficient paid leave time to care for themselves or a family member. The City will allow employees an opportunity to donate accumulated leave to an employee who has exhausted all forms of paid leave for which the employee was eligible. This policy is strictly voluntary and for the sole purpose to assist employees who have a personal or family catastrophic illness or injury. An employee may not directly or indirectly intimidate, threaten, or coerce any other employee or interfere with any right that employee may have with respect to donating, receiving, or using available leave. Such acts of coercion will be the basis for taking disciplinary actions. The City Manager has the authority to grant exceptions to this policy by modifying or waiving any provision pertaining to eligibility or procedure. This will only be given consideration upon a joint recommendation by the appropriate department director and Human Resources Director. [Donated Leave Policy](#)

## **5.7 Paid Injury Leave**

All employees can receive paid injury leave when they incur an injury or occupational disease that occurred while performing work duties. During the leave, the city pays you your full wage or salary less any amounts paid to you by worker's compensation insurance for lost time. The waiting period of three days will be compensated to employee and charged to accrued sick leave. The portion compensated by the city shall be calculated and charged to accrued sick leave. Temporary employees incurring an injury will be paid to the end of their shift that day.

If you should be injured on the job, notify your supervisor immediately, then you and your supervisor must contact Company Nurse at 1-888-770-0928 to report the injury and receive treatment information. Your supervisor will complete the Employer Investigation Report and submit that to Human Resources. Job-related injuries are covered under the provisions of Worker's Compensation. Please refer to this document for [questions related to worker's compensation](#).

The City has a designated clinic as its worker's compensation authorized treating clinic as provided by law under Iowa Code Chapter 85.39. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, and with prior approval from the work comp carrier, the designated clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation



benefits may be claimed unless seen by the authorized treating clinic.

It is the policy of the City of Ankeny to provide temporary modified work, if available at the earliest possible date following an injury or illness, for employees who are unable to return to their regular job classifications. This policy is to complement the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). [Return to Work Policy](#)

Employees covered by the Municipal Fire and Police Retirement System (MFPRSI) are exempt from workers' compensation benefits. The above procedures still apply to this group of employees; however, the City will pay the regular wages of the employee who is injured on the job and unable to work due to a temporary disability. Permanent disabilities are paid by the MFPRSI under Chapter 411 of the Iowa Code.

## **5.8 Military Leave**

The City is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States.

All employees who are members of a reserve force of the United States or of the state shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or this state. Any employee, other than employees employed temporarily for six months or less, who enters into active service in the Armed Forces of the United States while in the service of the City of Ankeny shall be granted a leave of absence for the period of military service without loss of status or efficiency rating, and without loss of pay for the first thirty days of such leave of absence. [Iowa Code Chapter 29A](#)

The leave of absence shall be with pay during the period of such activity and shall not exceed thirty days of military leave per calendar year. A day is defined as a normally scheduled working day for an employee. The City will not count non-working days as a part of the thirty day maximum. For example, if an employee is ordered to participate in annual training for fourteen consecutive days and if during those days the employee would normally be required to work for ten days, then ten days of military leave would be required. If the employee's work shift crosses two calendar days, only one day shall count toward the 30 paid day maximum. However, where the employee's military duty is for a period of thirty (30) days or more, military leave is required for all days that the employee is performing military service.

Multiple or consecutive, short-term military duty assignments (30 days or less) without calendar breaks or with calendar breaks that do not reasonably permit the employee in the interim to return to City duty or be available for City duty shall be considered as a single, uninterrupted period of military leave of absence.

Military leave that exceeds the 30-day per calendar year allotment may be taken with pay if the employee chooses to use vacation, personal, PTO, and/or compensatory time or without pay at the request of the employee. Employees on active military duty will not forfeit any pay or benefits during the first 30 calendar days of military leave each calendar year. Seniority will continue to accrue during periods of military leave whether paid or unpaid. Employees will be eligible for any pay adjustments that would have occurred if they had not been on leave.

Employees whose military service exceeds the 30-calendar day period may elect to continue their health care coverage with the City by paying the employee portion of the premium for up to 24 months or for the period of military leave, whichever period is shorter. (USERRA provisions) The City's paid life insurance coverage and paid long-term disability insurance will end after the 30 days but be immediately reinstated upon an employee's return to regular duty.

During periods of unpaid leave, the employee's vacation, personal and sick leave balances will be frozen, and will be available upon return to regular duty. However, employees will continue to accrue years of service credits for purposes of future vacation accruals upon return to active employment. Should the employee elect not to return to employment following a military leave of absence, accrued vacation and comp time will be paid at the rate of pay in effect at the time the employee was last in paid status.

When returning from military leave, you may also be eligible for service credit and contributions to cover your active duty military leave with your retirement plan. Please contact IPERS or MFPRSI for more information.

Copies of your orders are required to be given to your department director or designee at least ten working days prior to reporting for duty whenever possible. If the military orders require reporting to duty sooner than ten working days' notice, the employee will provide a copy of the orders as soon as they are received by the employee.

An employee engaged in military service must report back to work under the following conditions:  
[USERRA](#)

- If service is less than 30 days, the employee must report back to work on the first full regularly scheduled shift following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period.
- If service is more than 30 days but less than 180 days, the employee must report back to work no later than 14 days following the completion of service.
- If service is over 180 days, the employee must report back to work no later than 90 days following completion of service.

## **5.9 Family Death Leave**

If you are a regular full-time or regular part-time employee and there is a death in your immediate family defined as spouse, child, parent, step-parent, step-child, father-in-law or mother-in-law, you may take up to five working days off without loss of pay. Fire personnel working 24-hour shifts may take two shifts off without loss of pay for immediate family. For other family members defined as brother, step/half-brother, brother-in-law, sister, step/half-sister, sister-in-law, daughter-in-law, son-in-law, grandchild, step-grandchild, grandparent or grandparent of a spouse, you may take up to three working days off without loss of pay. Fire personnel working 24-hour shifts may take one shift off without loss of pay for other family members. This provision also includes leave for miscarriages and stillbirths.

## **5.10 Jury Duty**

If regular full-time or regular part-time employees are called to jury duty, upon providing proof of such duty, the city will continue to pay your wage or salary. In addition, the employee is allowed to keep any compensation received from the court system for their jury duty. If you are released and there are two or more hours left in your normal workday, you will need to return to work.

### **5.11 Voting Leave**

All city employees are entitled to vote in an election. However, if you do not have three consecutive hours of non-work time in the period between the opening and closing of the polls, you are entitled to limited paid time off to go vote. Notice must be given to the employee's supervisor prior to taking leave.

### **5.12 Unpaid Leave**

Regular full-time and regular part-time employees may ask their department director for leave without pay after six months of service with the City of Ankeny, after using all paid leave available. The request shall be submitted in writing indicating the reason and length of time of absence. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The Human Resources Director along with the department director shall grant or deny the leave taking into consideration the division's work units, work load and the employee's request. Unpaid leave prior to six months of employment will be determined on a case by case basis by the department director and the Human Resources Director. Generally, any unpaid leave of absence shall not exceed ninety days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue. The employee may continue to be covered by group medical, dental, vision and life insurance but will be responsible for paying one hundred percent (100%) of the premium costs under COBRA provisions.

### **5.13 Family & Medical Leave Act of 1993**

In accordance with the Family and Medical Leave Act of 1993 it is the policy of the city to grant up to 12 workweeks of family and medical leave during a 12-month period to eligible employees. Medical leave necessitated by pregnancy shall be allowed to eligible employees pursuant to the provisions of federal and state law.

To be eligible for Family and Medical Leave, the employee must:

- have been employed by the city for at least 12 months, and
- have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The employee must submit a Request for Family/Medical Leave and be taking the leave for one or more of the following reasons:

- the birth of the employee's child and in order to care for that child.
- the placement of a child with the employee for adoption or foster care and to care for the newly placed child.
- to care for a spouse, child, or parent with a serious health condition;
- for the employee's own serious health condition that makes the employee unable to perform the functions of their position.
- Qualifying exigency leave for families of members of the Armed Forces when the covered military member is on active duty or called to active duty in support of a contingency operation to a foreign country or international waters. This includes the employee's spouse, son, daughter, or parent.
- Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified:

- Birth of child - An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor's note will be required for the period of physical recovery. The employee must then use all other paid leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
- Care for newborn child after birth, adoption, or foster care - An employee taking leave to care for a child after birth, adoption, or foster care may use up to 40 hours of sick leave if available (in accordance with the Employee Handbook 5.4) and then all other paid leave prior to being eligible for unpaid leave.
- Serious health condition - An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a spouse, child, or parent must first use sick leave (in accordance with the Employee Handbook 5.4) then all other paid leave prior to being eligible for unpaid leave.
- Other authorized leave - If the employee has accrued paid leave the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

For leaves taken because of the employee's or a covered family member's serious health condition, the employee may be required to submit a completed "Physician or Practitioner Certification" form and return the certification to the Human Resources Department. [Family Medical Leave Act Policy](#)

#### **5.14 Pregnancy Leave and Accommodation**

Employees not eligible for FMLA leave who are temporarily disabled because of pregnancy or related medical conditions are entitled to unpaid leave for the period of temporary disability or for 8 weeks, whichever is less.

The Pregnant Workers Fairness Act 2023 requires the City to provide a reasonable accommodation to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation would cause an undue hardship. Therefore, please notify your supervisor and Human Resources if you need an accommodation to continue working during your pregnancy.

#### **5.15 Lactation**

The City of Ankeny will provide reasonable break time for an employee to express breast milk for a nursing child for 1 year after the child's birth. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with their supervisor regarding the timing of breaks.

## **Employee Benefits**

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### **6.1 Insurance**

The group insurance program the city provides for regular full-time employees and their families is one of the most attractive programs available. The program is constantly being reviewed to provide a cost-effective foundation upon which you can build the security and well-being required for you and your family. The following is a brief outline of the coverage provided:

- Medical
- Dental
- Life Insurance
- Long-term Disability Insurance
- Voluntary Life Insurance
- Voluntary Vision Discount Program
- Other voluntary insurance products

Please contact the Human Resources Department for more information on insurance.

## **6.2 COBRA**

By law the city must offer continuation of health coverage to employees and dependents under certain termination-of-employment situations.

Please contact the Human Resources Department for a summary of your rights and obligations under the law.

Employees who wish to retire before attaining 65 years of age shall be allowed to continue participation in the City's health plan under the group contract at the employee's own expense until the employee attains age 65, or becomes eligible for Medicare. Iowa Code Section 509A.13

## **6.3 Fitness Reimbursement**

To encourage the physical wellness of our employees the City offers up to \$216 per fiscal year fitness reimbursement to all full-time and regular part-time employees for wellness activities. This amount may differ for employees covered by a collective bargaining agreement. Please contact the Human Resources Department for more information on this reimbursement.

## **6.4 Flexible Spending Account**

Regular full-time and regular part-time employees (who qualify for health insurance under the Affordable Care Act) are eligible to participate in the City's Section 125 Flexible Benefit Cafeteria Plan. As a part of the City's Section 125 plan, any premiums you pay for medical or dental insurance will be deducted from your paycheck on a pretax basis.

Eligible full-time employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. The Human Resources Department will distribute more information prior to the beginning of each plan year.

## **6.5 Deferred Compensation Plan**

The City of Ankeny provides a deferred compensation plan for regular full-time and regular part-time employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire. Details on the plan and other various investment options are available from the Human Resources Department.

## **6.6 Retirement**

The retirement system for all regular full-time, part-time, and certain seasonal/temporary employees (except full-time police officers and fire fighters) is the Iowa Public Employees' Retirement System (IPERS).

For full-time police officers and fire fighters the retirement system is the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Detailed information about both systems is available from the Human Resources Department.

Employees are expected to give as much notice as possible to the department director or human resources director of their intent to retire. Such notice shall be in writing. Applications for retirement benefits should be made directly with IPERS or MFPRSI.

#### **6.7 Employee Assistance Program**

With the hectic pace of our daily lives, we encounter a variety of problems at home, work or other life areas. It is not uncommon to experience marital, emotional, legal, alcohol/drug, financial, family or a wide variety of other problems. Generally, we are able to deal on our own with the stressors of everyday living; however, in some situations outside help may be welcome. Regardless of the type of problems, help is available through the Employee Assistance Program (EAP).

EAP's service is offered as a benefit to all employees and family members within our organization. Initial counseling and referral services are confidential and at no cost. Counselors are available 24-hours a day, 7-days a week. If problems do arise, the employee assistance program can help. If you need it, please use it. Refer to your benefits booklet for contact information.

#### **6.8 Length of Service Award**

The City appreciates and recognizes the importance of your continuing service with the city. All regular full-time and part-time employees will be presented a Service Award commemorating your service after your 5th, 10th, 15th, 20th, 25th and 30th years of employment with the city.

#### **6.9 Employee Training**

The City of Ankeny encourages its employees to attend conferences, seminars and training sessions of benefit to the employee in enhancing job performance, skills and knowledge. A request for approval to attend conferences, seminars or training sessions must be submitted on the proper forms and signed by the department director. For a detailed description of policies and procedures on employee training and travel, refer to the [Travel and Training Policy](#).

#### **6.10 Tuition Reimbursement**

The City of Ankeny encourages regular full-time employees to improve their knowledge, abilities and skills. Tuition reimbursement shall be limited to \$1,200 per fiscal year, for courses which directly relate to the employee's current position or which are a part of a program leading to an associate degree, a bachelor's degree or a graduate degree in a field which is related to the employee's current position or a position which the employee may have a reasonable expectation of being promoted to while employed with the City. In order to be eligible for tuition reimbursement each employee is subject to the following requirements:

- The employee must be a non-probationary full-time employee.
- The employee must submit the "Application for Course Approval and Tuition Reimbursement" form, before enrolling, to the department director and City Manager for approval.
- The course shall directly relate to the employee's current position or position in which the employee would have a reasonable expectation of being promoted to; or any course, including outside-the-

major electives, required for a degree or certificate in a field either directly related to the employee's current duties or a field in which the employee would have a reasonable expectation of being promoted to while employed by the City.

- The employee must submit a statement of the tuition charges and proof of payment that the employee paid for the tuition or is going to pay back through a student loan. Tuition that is paid from other sources, therefore not an expense to the employee, are not eligible for reimbursement.
- The employee must submit course completion with a grade of a C or better. When an institution provides a course on a pass/fail option only, the City will honor a "pass" grade.
- Courses are to be completed during non-working hours unless prior approval is given by the department director and the City Manager.
- The employee must attend a college, university, trade school, business school or other institution which meets the requirements of an accrediting association recognized by the U.S. Department of Education.
- The employee must agree to remain employed by the City for an additional one (1) year after the course has been completed, or shall refund tuition payments to the City on a prorated basis for the months not worked.

## **Employee Policies**

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### **7.1 Job Vacancy & Recruitment**

The City of Ankeny recruits the most qualified persons regardless of race, sex, sexual orientation, color, religion, age, ancestry, national origin or handicap (provided such handicap does not interfere with job performance with reasonable accommodations). The City will not hire relatives of regular full-time or part-time employees when employment would result in an employee being in a position supervised by a relative. A more detailed description of the policy on hiring of relatives is found in paragraph 7.15 Hiring of Relatives.

The Human Resources Director, in consultation with the City Manager, and department directors, determines whether each job classification is an open or promotional vacancy. Typically, promotional job classifications are those in which employees in a lower classification would gain the experience to qualify. Vacancies in civil service promotional grades are filled primarily by a promotion or transfer of a qualified civil service employee. Vacancies in civil service open positions eventually are filled by qualified persons either within or outside city employment.

### **7.2 Job Posting**

The City of Ankeny, in its employment efforts, will post a job announcement on the public bulletin board; on the city website; and online with job boards and trade and professional websites if applicable. The recruitment of civil service positions will follow the Code of Iowa section 400.

### **7.3 Background and Reference Checks**

To ensure that individuals who join the City of Ankeny are well qualified and to ensure that the City of Ankeny maintains a safe and productive work environment, it is the City's policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, a criminal history background check, a check of any relevant abuse registries, a check of the applicant's driving

record, and any other check deemed to be relevant by the City. All offers of employment are conditioned on a receipt of a background check report that is acceptable to the City of Ankeny. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, The Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in the background check would lead the City of Ankeny to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the City's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given the opportunity to provide information regarding their criminal history. A criminal conviction does not automatically bar an applicant from employment.

At any time during employment, additional checks, such as a driving record or credit report, may be made if appropriate and job related.

#### **7.4 Reasonable Accommodations**

The City of Ankeny will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential function of the job with or without reasonable accommodations.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee's specific physical or mental impairment, the essential functions of the job, the work environment and the ability to provide accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation.

#### **7.5 Promotion**

Promotion is another process of selection for staffing and is concerned with filling positions from among persons already in the service. A promotion represents the advancement of an employee in terms of a higher paid job, with increased responsibilities, greater skill and advanced status or prestige. The promotion policy concerns itself with that aspect of developing a plan to ensure management that the best talent in the organization can render even greater service, and that employees are aware of the avenues open to them and the extent to which advancement will be governed by work performance. Promotion procedures will follow the Code of Iowa section 400.9.

Each newly promoted full-time employee shall be subject to the successful completion of a ninety (90) day probationary period. In the event the employee fails to complete the probationary period, they may return to the previously held classification and rate of pay if the opening still exists. Such failure to qualify during probation shall not be subject to appeal.

#### **7.6 Personnel Records**

The city keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for payroll deductions, determine eligibility for benefit programs, pay increases, and other personnel related matters.

All information is kept confidential, with only authorized personnel having access to it.



You may review your file to examine the contents. You must do this in the Human Resources Department in the presence of the Human Resources Director in order to preserve the security of your information. You may not remove any item from the file, but may provide a written response to any document in your file. Written responses will be attached to the original document in the personnel file.

We would appreciate your help in keeping your records up to date. Please contact Human Resources if you have any change in the following:

- Name
- Address / phone number
- Marital status
- Beneficiaries
- Dependents
- Persons to be notified in the event of an emergency

Iowa law governs the access to City of Ankeny records and information. Please refer to Chapter 22 (Open Records) of the Iowa Code for guidance on this matter. Certain information from an employee personnel file may be subject to release under a public records request. In particular, the fact that an employee resigned in lieu of termination, was discharged, or was demoted as a result of disciplinary action may be disclosed.

## **7.7 Probationary Period**

Your first six months of employment are a time for both of us to get to know one another. If during the probationary period it is determined that you do not fulfill the requirements of your employment, you will be terminated.

If you have a break in service of more than two weeks, a regular employee's probationary period shall be extended by a period of time equal to the break in service.

Prior to the end of the probationary period, the supervisor shall complete a written performance evaluation for the employee. Continuance in the position after expiration of the probationary period shall constitute a regular appointment. However, completion of the probationary period does not alter the at-will status of the employment relationship.

**Exceptions:** All new police officers shall be subject to a nine-month probationary period following certification from the law enforcement academy. If a new employee has already been certified at the time of hire, their probationary period shall be nine months from date of hire. The probationary period for full-time Firefighter/Paramedic and Firefighter/EMT is one year.

## **7.8 Attendance**

Regular and consistent attendance is an essential job function for all employees. Employees must notify their supervisor by phone, text, or email whenever they are going to be absent from work. You need to notify your supervisor of all absences from the work schedule and these should be appropriately recorded. Any absence that is not requested and authorized may be grounds for disciplinary action up to and including termination.

Paid time off (vacation, personal, etc.) must be scheduled with the employee's supervisor in advance. Sick

leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illness or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If any employee is absent because of an illness for more than three (3) or more consecutive days, their supervisor may request that the employee provide written documentation from the attending physician as to the reason for the absence and must advise Human Resources of the absence. The employee is required to provide written documentation from a doctor stating they are able to resume normal work duties before the employee will be allowed to return to work. Employees are responsible for any charges made by their doctors for this documentation.

Not reporting to work or not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no-call/no-show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

## **7.9 Personal Appearance**

It is the policy of City of Ankeny that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some contact with others, and therefore represents the City of Ankeny in their appearance as well as by their actions. Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies, and determined by each department director. The properly attired employee helps to create a favorable image for the City of Ankeny. The following guidelines should be followed by all employees; however, nothing in this policy prohibits a department director from establishing a more stringent dress code for their office or department.

- Employees are expected to dress in a manner that conforms to each department's dress code, and is normally acceptable in their work area.
- All employees must maintain a clean, well-kept appearance.
- Clothing must be clean, well-maintained and fit properly. Tight fitting, over-sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees. Jeans that are not ripped, tattered or worn-out may be worn on designated casual days as determined by the department director.
- Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to OSHA safety & health regulations. Personal protective equipment should be used if applicable to the work situation.
- Perfume/colognes, nail polish, jewelry and cosmetics should be used with appropriate taste.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.

- Sideburns, moustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- Tattoos and body piercings (other than earrings) should not be visible if there is a complaint filed by an employee or a member of the public. The complaint must be investigated by the Human Resources Director and result in a “founded” conclusion. A “founded” conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment.
- Specific departmental policies and procedures may be more restrictive than this policy.

Department directors are responsible for enforcing this policy and for defining “appropriate” as necessary. Supervisors have the authority to ask employees to make changes, for example, removing a jewelry item, tying hair back, or requiring employees to go home and return in proper attire. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained. Uniforms may be worn only while on-duty or while traveling to and from work.

#### **7.10 Housekeeping**

It is important that your work area is neat and clean. We need your cooperation in meeting the city objective of making the work place a pleasant and safe working environment.

#### **7.11 Inclement Weather**

Because we serve the citizens of Ankeny, the City will remain open during normal hours even in cases of severe weather. In extreme circumstances, if the City Manager announces by public broadcast that city offices are closed, then only persons designated as “essential personnel” need to report to work. Employees considered “essential personnel” will be notified by their supervisor if they are required to report to work. Employees who are directed by city administration not to report to work or to leave work because of severe weather will be compensated at their regular base pay rate.

Employees who, because of severe inclement weather, report to work late after having made an earnest effort to report on time, have supervisory approval not to report to work, or have supervisory approval to leave work before the end of the workday, will be allowed to make up for lost time or may elect to use vacation, personal, compensatory time, or leave without pay. Employees who choose to make up the time must do so within the week the time was lost. All makeup time will be scheduled by the supervisor.

#### **7.12 Residence Requirement**

In the spirit of Section 400.17 of the Iowa Code, the City of Ankeny does not require its employees to be residents of the city. Nevertheless, the City of Ankeny may require that certain critical employees reside within a distance outside the city limits that allows them to report to work within a reasonable period of time.

If for some reason you cannot meet this requirement, we ask that you consult with your supervisor.

#### **7.13 Wage Garnishments**

We expect our employees to meet their financial obligations. Wage garnishments against an employee’s

salary cause extra work, time, and expense for the city. Thank you for preventing wage garnishments.

#### **7.14 Outside Employment**

Your department director shall be informed of your outside employment to avoid possible conflict with your City of Ankeny employment.

If outside employment interferes with your work for the City of Ankeny, you will be asked to resign from one or the other positions.

Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department. An exception is made for emergency snow removal operations, where certain employees may be given approval to help the Public Works department on a case by case basis.

Any outside employment that involves the use of a uniform or badge must be approved by the City Manager.

#### **7.15 Hiring of Relatives**

The City of Ankeny wants to ensure that its practices do not create situations such as conflict of interest or favoritism. It is the policy of the City of Ankeny that applicants who are Relatives of full-time or part-time employees shall not be hired, appointed or transferred to any position that would result in:

- A Relative being in a supervisory or administrative position over another Relative; or
- One Relative with access to confidential information concerning actual or potential administrative/disciplinary action to be taken against another Relative.

For the purpose of this policy, "Relatives" shall mean: (a) spouses (including domestic partner, romantic partner or cohabitant); (b) parents; (c) siblings or half-siblings; (d) children; (e) grandparents; (f) aunts/uncles; (g) nieces/nephews; (h) first cousins; or (i) unrelated persons living together. The term Relatives shall also include any step-relations and/or the spouses of the above-listed individuals.

Employees who become Relatives after their employment with the City has commenced and who would therefore be in violation of this policy shall notify the employer and the employer will: (1) have the subordinate employee reassigned to another supervisor; and/or (2) transfer to different departments if an open position is available, the employee is qualified and the approval of the department head is granted.

The City of Ankeny reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

#### **7.16 Vehicle Policy**

All vehicles and equipment owned by the city are for official use only and cannot be used for personal business without prior approval of management.

However, you may take a vehicle during a lunch break if your destination immediately after lunch is farther from your normal workplace than the location where you eat lunch.

At no time shall any person(s) be allowed in city vehicles unless for city business or city sponsored activities without prior approval of management.

The use of any tobacco products in city vehicles or equipment is prohibited.

If an employee is required to operate a motor vehicle as part of their job duties, that employee must maintain a valid operator's license and be insurable under the City's liability policy as a condition of continued employment.

Please refer to [Vehicle Use Policy](#) for complete information.

#### **7.17 Notification of Arrests and Other Governmental Action**

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resources Director.

Notification to the Human Resources Director must occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. Additionally, employees who have contact with the senior or elderly population must notify the Human Resources Director of any elder abuse complaints filed against them. Employees must notify the Human Resources Director regarding the findings in any complaint against them alleging the abuse. The Human Resources Director must be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child or elderly abuse complaints will be treated as confidential and maintained as part of the employee's personnel file and appropriate discipline may be issued. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination.

#### **7.18 Electronic Communication**

Electronic communication includes but is not limited to electronic mail, Internet access, voice mail, audio and video conferencing, and facsimile messages. These services shall not be used to transmit any improper communications such as messages which are derogatory, defamatory, or obscene. The City reserves the right to monitor electronic communication without prior notification to employees. Additionally, employees should keep in mind that all communication using city equipment (computers, phones) is treated as open records under Iowa Code Chapter 22, and can be made available to the public for review upon request. [Electronic Communication Policy](#)

#### **7.19 Communications and Social Media Policy**

Efficient and effective communication with the media and the public is critical to the City of Ankeny's ability to present information in a manner consistent with Ankeny City Council policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations.

The purpose of the [Communications and Social Media Policy](#) is to provide guidelines for the City of Ankeny to keep the media and the public fully, fairly and accurately informed of programs, services, events and

issues in a timely and forthright manner.

All employees are to comply with the procedures and standards in this policy as it applies to media relations, internal and external communications, and social media within the City of Ankeny.

As a City of Ankeny employee, you may have your photo taken while at work. Photos could be used for communications, marketing and public relations efforts to educate and promote the services provided by the City of Ankeny. You must alert the Communications Department if you do not want your photo used in this manner.

## **7.20 Separation of Employment**

The City is proud of its low employee turnover rate. Employees should talk to their immediate supervisor prior to submitting a resignation. Sometimes a misunderstanding can be resolved. We request that employees who do decide to leave please give at least a two-week notice. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Accrued vacation time may not be used to satisfy the two-week notice, unless the notice requirement is waived by the City Manager.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire. Employees of the City of Ankeny are employed on an at-will basis and the City retains the right to terminate an employee for any reason at any time, except as otherwise provided by law or by the terms of a collective bargaining agreement.

Employees must return all City property at the time of separation. Failure to return some items may result in deductions from the final paycheck. Health insurance terminates on the last day of employment. Information for Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided.

Employees who leave employment in good standing may be considered for reemployment. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating seniority, longevity, leave accruals or any other benefits.

## **Occupational Safety and Health**

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The City of Ankeny makes every effort to keep your work area safe and free from hazard.

For a detailed description of policies and procedures on employee safety, refer to employee intranet for copies of specific safety policies, such as the [General Safety Policy](#) and the [Right to Know: Hazardous Communications Written Program](#).

### **8.1 Safety**

It is the responsibility of every department to ensure a safe and healthful atmosphere, safe working conditions, tools, equipment and work methods for all of its employees. Employees are expected to comply with all safety and health requirement whether established by management or by federal, state, or local law.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or safety committee member.

Employees violating recognized safety rules, procedures, or standards, or acting in such a manner as to

endanger their own or another's personal safety shall be subject to disciplinary action which may include an oral or written warning, suspension or discharge.

## **8.2 Required Licenses and Clothing**

If the maintenance of a state approved license is a condition of employment established by the Employer, the cost of the test, the license fee and its renewal shall be paid by the Employer. State approved license does not include the standard driver's license but does include a commercial driver's license.

Employees required to maintain a commercial driver's license as a condition of employment must consent to an annual limited query of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse to verify current and prospective employees are not prohibited from performing safety-sensitive functions.

If an Employee is required to wear a uniform as a condition of employment established by the Employer, the uniform shall be furnished and maintained by the Employer.

The Employee shall wear the uniform only as authorized in the work rules.

The Employee is not responsible for fair wear and tear to the uniform. The Employee is responsible for any damage caused to the uniform by deliberate act or by deliberate violation of the work rules.

If an Employee is required to wear a protective device as a condition of employment established by the Employer, the protective device shall be furnished and maintained by the Employer.

The Employee shall use the protective device only as authorized in the work rules.

The Employee is not responsible for fair wear and tear to the protective device. The Employee is responsible for any damage caused to the protective device by deliberate act, or by deliberate violation of the work rules.

Uniforms and protective devices purchased by the Employer are to be returned to the Employer immediately upon an Employee's separation of employment.

Some job classifications may require the use of steel-toed work boots. Upon receipt of a duly authorized invoice, the Employer shall pay up to \$140 per fiscal year towards the purchase of work boots. In the event that an Employee desires a work boot of higher price, the Employee shall pay any difference at the time of purchase. In addition, the Employer will provide, at its cost, rubber boots when it is needed in the employment.

## **8.3 Sexual Harassment**

The City of Ankeny policy regarding sexual harassment is as follows: Acts of sexual harassment by any employee are prohibited employment practices and are subject to disciplinary measures including discharge.

The Equal Employment Opportunity Commission defines sexual harassment as any **unwelcome** sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature directed at an employee by an employer or fellow employee. Such conduct is unlawful if submission to it is a condition of employment, used as a basis for making employment decisions affecting the employee, has the effect of unreasonably interfering with the employee's work performance, or creates an intimidating, hostile or abusive work environment.



Please refer to the [Sexual Anti-Harassment Policy](#) of the City of Ankeny for complete information.

#### **8.4 Harassment**

It is the policy of the City that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, genetic information, status as a veteran or any other protected characteristic as established by law.

Illegal or unlawful harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal or unlawful harassment of our employees.

If any employee believes that he or she has been subjected to harassment, that employee should bring the matter directly to the immediate attention of the City Manager, department director, a supervisor or the Human Resources Director. All complaints will be investigated in a timely manner, and appropriate disciplinary action will be taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

#### **8.5 Drug and Alcohol Policy**

It is the policy of the City of Ankeny to comply with the Drug Free Workplace Act of 1988 to insure a drug-free workplace. The policy is intended to prohibit the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances in the workplace. Violation of this policy will result in disciplinary action up to, and including, termination of employment. Depending upon the circumstance, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

As a condition of employment, all employees must pass a post offer pre-employment drug test. Employees must comply with this policy and notify management within (5) days of conviction for any criminal drug violation occurring during work hours or in the workplace. Failure to do so will result in immediate suspension and/or termination of employment. Any staff member arrested in connection with a criminal drug violation occurring during work hours or in the workplace will be on personal leave of absence without pay and could face termination of employment pending the outcome of any legal investigation and conviction.

Please refer to the [Drug and Alcohol Policy](#) for complete information.

#### **8.6 Smoking and Tobacco Policy**

In compliance with the Iowa Smokefree Air Act (7/1/08), the City of Ankeny has established a smoke-free workplace. All City-owned buildings, facilities and vehicles are smoke-free. All tobacco usage, including smoking and smokeless tobacco, as well as electronic cigarettes, is prohibited in all City-owned buildings, facilities, vehicles and equipment, and on all public grounds owned by the City except in designated areas in accordance with the Iowa Smokefree Air Act. The City may establish a designated smoking area at each facility. This area must be located in the building's parking lot away from all building entrances and must not adversely impact other employees or the general public. Please contact your supervisor to identify these designated smoking areas. Employees are permitted to smoke, use tobacco, or use electronic cigarettes within their personal vehicles which are parked in a City-owned parking lot. Employees who



choose to smoke, use tobacco, or use electronic cigarettes, must do so in accordance with this section and during normal meal and break periods. Employees are not provided additional time away from work to smoke, use tobacco products, or electronic cigarettes. Violation of this policy may lead to disciplinary action, up to and including termination. Opportunities for smoking cessation classes will be made available for any employee wishing to quit the use of tobacco products. The City will provide a subsidy if there is a cost associated with the class. For more information please contact the Human Resources Department.

## **8.7 Workplace Violence and Weapons Policy**

It is the policy of the City of Ankeny provide a work environment free from violence, aggression, or threatening conduct of any kind. To ensure a safe workplace and to reduce the risk of violence, all employees must review and understand all provisions of the Workplace Violence and Weapons Policy.

### **Prohibited Conduct**

The City of Ankeny will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities toward any employee of the City or any member of the general public. A threat of violence is any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear; or has the purpose of unreasonably interfering with an individual's reasonable expectation of a peaceful, non-hostile or inoffensive work environment.

Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person.
- Making threatening remarks in person, in writing, by telephone, or other means of communication.
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging City property or property of another employee.
- Unauthorized possession of a weapon while on City property or while on City business.

### **Weapons**

The City of Ankeny prohibits all employees from possessing a handgun, firearm, explosives, or dangerous weapons of any kind onto City property. City property includes, without limitation, all City parking lots, buildings (leased and owned); grounds and parks; and vehicles used for City business. Employees who are off City property but performing a task for the City or City-sponsored events (i.e. Summerfest, etc.), are covered by this policy.

Possession of a valid permit to carry a weapon shall not be construed to exempt an employee from this policy. However, an employee's supervisor, with the express concurrence of the Police Chief and the City Manager, on an individual-by-individual basis, may grant an exception for the employee holding such a permit, if the exception is deemed reasonable and appropriate for protection and defense of person, or other City of Ankeny employees or officials.

This section shall not apply to City employees who are authorized to use weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job. (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

## **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

## **Risk Reduction Measures**

While the City does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisors or the Human Resources Department if any employee or other individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

- Discussion of bringing a weapon into the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

## **Searches**

The City reserves the right to conduct searches in accordance with state law of any employee and his or her vehicle or personal effects brought into the workplace. Pursuant to this provision, the City is authorized to search an employee's locker, desk, purse, briefcase, baggage, toolbox, lunch sack, clothing, vehicle parked on City property, and any other item in which a weapon may be hidden. Additionally, the City may search a City-owned vehicle used by an employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the City, regardless of whether the vehicle is located on City property at the time. Searches may be conducted by City management or local authorities. To the extent the search is requested by City management and the employee is present, the employee may refuse the search; provided however, that such refusal may result in disciplinary action, up to and including termination of employment for refusal to cooperate. The City reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

## **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts or any employee who fails to report such acts committed by others shall be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts toward City employees will be reported to the proper authorities and may be banned from City property.

## **8.8 Workplace Bullying**

The City of Ankeny defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, directed by one or more persons against another or others, at the place of work and/or in the course of employment which has the effect of substantially interfering with an individual's employment, performance of duties, or which causes the individual to have a reasonable fear of harm.

Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully is relevant and will be given consideration when meting out discipline. As in sexual harassment, the effect of the behavior upon the individual is most important. The City of Ankeny considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Non-verbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## **8.9 Security Camera Policy**

The City of Ankeny is committed to establishing and maintaining a workplace that is secure and safe for employees, residents and visitors. To enhance this commitment, the city may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing city policies, as well as State of Iowa Code and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Please refer to the [Security Camera Policy](#) for complete information.

## **Employee Conduct and Work Rules**

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In order to maintain a safe, efficient, and harmonious organization, the rules and regulations listed below have been established for municipal employees. Each of the rules and regulations has a sound background of common sense based on experience. These rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. These rules may be modified as changing conditions warrant. Each case shall be considered on its merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

### **FOLLOWING IS A LIST OF EMPLOYEE CONDUCT THAT WILL RESULT IN DISCIPLINE TO THE EMPLOYEE UP TO AND INCLUDING DISCHARGE:**

1. Theft or willful destruction of property of the city or any employee.
2. Falsifying or supplying false information for the completion of city records.
3. Insubordination or refusing to perform work or reasonable instructions.
4. Possession or use of intoxicants or narcotics on city property.
5. Possession of explosives, firearms or other concealed weapons on the city premises without

permission.

6. Intentional abuse of City's time keeping system, including unauthorized punching in/out of another employee.
7. Sleeping during working hours.
8. An employee determined to be an aggressor in a fight on city premises.
9. Conviction of a crime carrying a penitentiary sentence.
10. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
11. Reporting to work under the influence of intoxicants or narcotics.
12. Disorderly conduct including use of profane or abusive language, intimidating, threatening, or provoking fellow employees, or other acts showing lack of respect for other people and property.
13. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the city or fellow employees.
14. Working on personal unrelated work duties on city time.
15. Falsifying city records or information.
16. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the city or fellow employees.
17. Failure to comply with request of supervisory personnel to submit personal packages being brought onto or out of the work site for inspection.
18. Unauthorized altering or repairing of equipment.
19. Soliciting, collecting, distributing, or selling on city time without authorization.
20. Soliciting, collecting, distributing, or selling on city property without written authorization.
21. Unauthorized operation of equipment or use of material or property of the city or fellow employees.
22. Smoking in restricted areas, including any city facility, vehicle or equipment.
23. Willful violation of safety and health requirements.
24. Habitual tardiness or absences without just cause.
25. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
26. Failure to call and notify the city of an absence prior to the start of work.
27. Leaving workstation unnecessarily.
28. Failure to use the employee time keeping system in accordance with standard procedure.
29. Failure to be at the work site at starting time, or stopping before quitting time.
30. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on city property.

31. Unauthorized use of city telephones except in case of emergencies.

32. Violating the City's Code of Ethics (See Section 12)

The list set out above is for the purpose of illustration only and is not intended to include all actions that will subject an employee to discipline.

## Performance Appraisal

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Performance evaluation will give you an opportunity to discuss your development with your supervisor. This will allow you to know where you stand in relation to the job requirements.

Each director is responsible for the timely and proper completion of an employee performance review and evaluation report.

Performance reports shall be made on the standard form provided by the Human Resources Department and must be submitted at the specified times:

- At the end of the probationary period.
- Annually on the employees' anniversary date.

Such reviews do not necessarily result in pay increases. A step increase normally will occur July 1 of each year pending a satisfactory performance evaluation and provided that the maximum pay range has not been achieved.

In the event the supervisor does not do performance appraisals timely, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten (10) days after the employee's complaint, the employee shall bring the matter to the attention of the Human Resources Director.

## Grievance Procedures

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The most important resource to the City of Ankeny is its employees. Sometimes, all of us experience some type of problem in the workplace. The purpose of these grievance procedures is to assure fair and equitable treatment for all employees not covered by a union contract, including supervisors and managers; to promote harmonious employer-employee relations; to establish a review procedure on matters covered by this handbook for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin; when necessary to provide an orderly procedure to handle the review and resolution of disagreements by successively higher supervisory levels; and to provide for resolution of disagreements as quickly and efficiently as possible.

Therefore, please bring your problems to your immediate supervisor, who will help you resolve them. If for any reason you are not satisfied with the results, you may file a formal grievance in the following manner:

Step 1 - The Employee shall take up the grievance or dispute with the Employee's supervisor within ten (10) calendar days of the date of the grievance or the Employee's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond orally to the Employee within ten (10) calendar days.

Step 2 - If the grievance has not been settled, it shall be reduced to writing by the Employee and presented to the Department Director within ten (10) calendar days of the supervisor's response to Step 1. The Department Director shall respond in writing to the Employee within ten (10) calendar days.

Step 3 - If the grievance has not been settled, it shall be presented in writing by the Employee to the City Manager within ten (10) calendar days after the Department Director's response. The City Manager or designee will meet with the aggrieved employee within thirty (30) calendar days after receipt of the grievance to discuss and attempt to resolve the grievance. Following this meeting, the written decision of the City Manager or designee will be returned to the grievant within ten (10) calendar days, and the answer shall be final.

The City Manager, or designee, shall have the authority to resolve grievances on behalf of the City in those situations where the City Manager has partial or complete jurisdiction and for which an appeal procedure is not specifically provided by law or otherwise provided in these policies and procedures.

## **Employee Ethics**

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### **12.1 Campaign Activities**

In accordance with Section 721.3 of the Iowa Code, we encourage you to vote, which is an expression of your personal opinion. However, candidates or committee members cannot solicit contribution or receive political support from you during work hours.

Employees may participate in, or contribute to, the election or appointment of public officials. Political activity; however, must not interfere with your normal work duties. No city employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

### **12.2 Candidates for Office**

If you become a candidate for any city elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than thirty (30) days before the primary or general election day, and it continues until you are no longer a candidate.

If elected, you are required to resign your city position.

However, you may be a candidate for a non-city, non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your city job responsibilities.

### **12.3 Gift & In-Kind Contributions**

As an employee of the City of Ankeny, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public. Please see [Q & A](#) on how the gift law works.

### **12.4 Public Purpose Policy**

A public purpose policy has been established for the expenditure of funds for recognition of employees,

volunteers and other provisions. The following activities are considered appropriate public purposes for the expenditure of tax revenues:

- Plaques, awards, gift cards and other items of negligible resale value given in recognition of public service.
- Meals and refreshments for emergency operations, employee appreciation events, open houses, public meetings, training sessions and other official events.
- Sustenance supplies for the City's use. Sustenance supplies include, but are not limited to, the following items: coffee, creamer, coffee filters, sweeteners, paper products, including plates, cups, utensils, paper towels and napkins.
- Flowers and cards for Mayor and City Council members, Board and Commission members, employees and their families and other persons as deemed appropriate.
- Employee wellness program incentives, prizes and other similar items.
- Community relations, recognitions, celebrations, commemorations and associated memorabilia.
- Expenses by the Mayor and City Council, City Manager and City staff to promote the City.

## **12.5 Code of Ethics**

As an employee of the City of Ankeny, you shall adhere to the following code of ethics regarding conduct and behavior. Failure to do so can result in discipline or termination:

- I shall be impartial and dedicated to the best interests of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.
- I shall follow all applicable local and state standards for ethical conduct at all times, and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.
- I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- I shall consider, first, the interests of the City in all transactions.
- I shall carry-out the established policies of the City.
- I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
- I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

## **12.6 General Employee Conduct and Ethical Behavior**

City employees are prohibited from engaging in any conduct which could violate state or local ethics laws and/or reflect unfavorably upon the City or their department. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting City business.

- City employees must not accept any extraneous fee for work performed on behalf of the City.
- A City employee may not grant or make available to any person, any consideration, treatment, advantage or favor beyond that which is the granted or made available to all citizens.
- City employees must refrain from securing special privileges or exemptions for themselves or their relatives beyond that which would be available to all citizens.
- Employees must not use privileged information for their own financial advantage or to provide friends and acquaintances with financial advantages or with information which could be used for financial advantage. Each employee is charged with the responsibility for ensuring that they release only information that should be made available to the general public.
- A City employee will not use or permit the use of any publicly owned resource (property, vehicle, equipment, labor, service or supplies (new, surplus or obsolete)) for the personal convenience or advantage of the employee or any other person other than what is generally available to the public. Employees will not be permitted to work on personal items, including vehicles, in a City-owned building or shop area.
- An employee is required to exercise care in the use of City property. Negligence in the care and use of City property may be grounds for suspension and/or dismissal. Unauthorized removal of City property from the premises or its conversion to personal use will be considered grounds for suspension and/or discharge.
- An employee must return City issued property at the time the employee terminates employment or when the employee's department head requires such a return. The City assumes no responsibility for loss or damage of personal property of an employee.
- City employees must exercise care when posting to personal websites or other social media. Any images or posts that could damage the City, department, or another employee's reputation or otherwise reflect unfavorably on the City or employees in their official capacity are prohibited. See additional policies for guidance on use of electronic communications including telephone, e-mail, internet, etc.

## **12.7 Reporting Hotline**

The City of Ankeny has established a reporting hotline for both community and employee use. Employees can use the reporting hotline to anonymously report concerns or suspicious activity related to fraudulent behavior, misconduct, policy violations or ethical breaches. The hotline is confidential and available 24 hours a day, 365 days per year by using the link <https://www.eidebailly.com/hotline>. Employees may also call the toll-free number 866-912-5378 which is available during business hours.



# Addendum to City of Ankeny Employee Handbook

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## **Vacation Language for Police Sergeants, Lieutenants, and Captains**

### **Vacation**

In addition to the language provide in the employee handbook Section 5.2, the following language applies.

At the end of their anniversary year, police sergeants, lieutenants, or captains with any remaining vacation hours may exercise any of the following options:

- A. To have their remaining hours transferred to the next year's accrued vacation leave up to a maximum of two times the annual accrual amount.
- B. To cash out vacation leave up to a maximum of eighty (80) or ninety (90) hours depending on their hours per day schedule.
- C. To carry over a portion of their hours and be paid for a portion of vacation time, not to exceed the above-mentioned limits for each option.

# Addendum to City of Ankeny Employee Handbook

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## **Compensation and Other Benefits for Department Directors/Officers**

### **Compensation**

The city manager shall have the authority to negotiate a starting salary between the minimum and maximum of the pay grade depending on prior experience, education, nature of position, etc.

### **Salary Adjustments**

The purpose of a merit salary increase program is to, over time, better align pay with performance and foster an organizational culture that recognizes and rewards performance and strategic goal attainment rather than solely longevity. The salaries of department directors/officers may be adjusted annually through both an across-the-board increase and a merit increase. First, as part of the budget process, the city manager recommends and includes funding in the recommended budget for across-the-board adjustments to the nonunion pay plans if economic conditions, job market, cost of living, and other factors provide the justification for these increases, subject to available funding. The minimum and maximum salaries of the management pay plan shall be adjusted by an amount equal to the across-the-board nonunion salary adjustment and directors/officers shall receive these across-the-board increases except as noted below. Directors/officers who fail to receive at least a “meets expectations” or a 3 on a 5-point scale, on their annual performance evaluation, are not eligible for any type of salary adjustment, including across-the-board adjustments, until their performance meets expectations. Second, in lieu of step progression available in the nonunion pay plan, directors and officers shall be eligible for a merit salary increase of up to 5 percent based on the following factors: 1). Performance as measured in the employee’s annual performance evaluation; 2). Attainment of goals identified as part of the evaluation process that support the City’s strategic plan, City Council strategic priorities and/or department goals approved by the City Manager’s Office; and 3). The employee’s current salary within the position’s range. Directors/officers whose salaries are in the first quartile of the range shall be eligible for up to a 5 percent merit increase; those whose salary are in the second quartile shall be eligible for up to a 4 percent merit increase. Directors/officers whose salaries are in the third quartile shall be eligible for up to a 3 percent merit increase, while directors/officers whose salaries are in the fourth quartile shall be eligible for up to a 2 percent merit increase. The city manager may award an additional 1 percent merit increase to directors/officers who meet all of the following criteria: 1). They receive an aggregate performance appraisal rating of 4.2 or higher on a 5-point scale; 2). They attain all short-term goals and make higher-than-expected progress on long-term goals identified in their performance evaluation. Aggregate merit increases shall be subject to a 5 percent maximum per employee per year. City manager approval is required prior to merit salary adjustments. The merit increase program is subject to the availability of funding in each fiscal year budget and shall be suspended in years when nonunion employees are not eligible for step increases.

### **Vacation**

Department directors/officers shall receive 4 weeks (160 hours) of vacation upon hire. An employee advanced vacation at hire will not progress on the vacation schedule until attaining the requisite years of

service to advance to the next increment. At the discretion of the city manager, any director/officer shall be allowed to carryover vacation.

#### **Sick Leave**

The city manager shall be allowed to negotiate a beginning balance of sick leave for directors/officers. The sick leave accrual at hire shall not be more than thirty (30) days.

#### **Deferred Compensation**

Department directors/officers shall receive deferred compensation payments. The City Manager shall have the authority to negotiate deferred compensation payments up to \$5,000 annually for directors/officers. If the initial payment is less than \$5,000, the amount shall increase by \$1,000 each fiscal year until the maximum is reached. The assistant city manager shall receive \$15,000 in deferred compensation. The administrative services director shall receive \$10,000 in deferred compensation. The police chief and fire chief may receive different amounts depending on their participation in the MFPRSI.

#### **Vehicle Program**

The police chief and fire chief shall be provided a city vehicle for his/her use. The assistant city manager, administrative services director, public works director, municipal utilities director, economic development director, parks and recreation director, and community development director shall receive a car allowance of \$400 per month. All other directors/officers shall be eligible to receive mileage reimbursement in accordance with city policy.

#### **Severance Pay**

In the event the Employer wishes to terminate the Employee without just cause, the Employer may do so by giving the Employee thirty (30) days' notice in writing prior to the termination date. The Employee, if requested by the Employer, shall continue to render the Employee's services and shall be paid Employee's regular compensation up to the date of termination. The Employer agrees to pay the Employee three (3) months' salary, benefits and deferred compensation, in addition to whatever accrued benefits the Employee may have. The Employee agrees to accept said severance pay as full settlement of any and all damages or claims the Employee might have against the Employer as a result of the termination. The position of assistant city manager shall be paid six (6) months' salary, benefits and deferred compensation, in addition to whatever accrued benefits the Employee may have.

#### **Voluntary Resignation**

In the event the Employee voluntarily resigns with the Employer, the Employee shall give the Employer thirty (30) days advance notice, unless the parties agree otherwise.

# Addendum to City of Ankeny Employee Handbook

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## Holiday Language for Fire Battalion Chiefs – 24-hour shifts

### **5.1 Paid Holidays**

A new paragraph at the end of section 5.1 will be incorporated into the next version of the employee handbook.

Fire department Battalion Chiefs who are exempt and scheduled to work on a holiday will receive the holiday off with pay. If staffing levels do not allow the battalion chief to take the day off, the employee will be paid a premium pay of one and one-half (1 ½) times the employee's base rate of pay for a twenty-four (24) hour shift. The holiday premium pay shall start at the beginning of the shift on the day of the actual holiday and continue for 24 hours until the end of the shift on the next day. The one additional day at Christmas will be designated as Christmas Eve Day. The actual calendar day the holiday falls will be the recognized day to receive the day off or the premium pay.

# City of Ankeny Organizational Chart

